



National Aeronautics and  
Space Administration  
Office of Equal Opportunity Programs  
Minority University Research and Education Division

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NRA-99-OEOP-4

## **RESEARCH ANNOUNCEMENT**

### **Partnership Awards For Innovative and Unique Education and Research Projects**

**Release Date: January 15, 1999**  
**Notice of Intent Due: February 22, 1999**  
**Proposals Due: April 23, 1999**  
**Selection Announcement: June 1999**

## INQUIRIES

General questions about this NASA Research Announcement must be submitted via e-mail to [muredsupport@lan.alliedtech.com](mailto:muredsupport@lan.alliedtech.com). Technical and scientific questions regarding partnerships may be directed to the following Minority Research and Education Program contacts at the NASA Installations or the Jet Propulsion Lab (JPL):

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**Dryden Flight Research Center**

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Fax: (805) 258-2800  
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**Jet Propulsion Laboratory**

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## Partnership Awards for Innovative and Unique Education and Research Projects

This NASA Research Announcement (NRA) is responsive to all Federal mandates related to Historically Black Colleges and Universities (HBCU's) and other Minority Universities (OMU's) including Hispanic Serving Institutions (HSI's), and Tribal Colleges and Universities (TCU's), hereafter referred to as Minority Institutions (MI's).

NASA has had a rich and distinguished history of collaborative partnerships with the minority university community, and this NRA is another opportunity to enhance the partnerships and further the goals and objectives of the agency's strategic direction. This is the second time that we have sponsored the Partnership Awards with minority institutions, and we are excited about the development of the program and the progress that has been achieved. We anticipate that this year's program will be mutually beneficial to the agency and the MI's.

The awards will be made based on merit reviews, and will consist of a grant, contract, or cooperative agreement for not more than two years at a maximum of \$100,000 per participating MI per year. NASA funding beyond the first year is based on an annual evaluation of documented progress, the availability of funds and the amount of funds reported in the Agency's Financial and Contractual Status (FACS) Report as unexpended at the end of each year's period of performance.

**Proposals are due by 4:30 p.m. (EST) April 23, 1999. Any proposals received after that time will not be accepted.** Selection announcements will be made no later than June 1999.

Your interest and participation in this program are appreciated.

George E. Reese  
Associate Administrator for  
Equal Opportunity Programs

## FY99 PARTNERSHIP AWARDS FOR INNOVATIVE AND UNIQUE EDUCATION AND RESEARCH PROJECTS

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## I. Introduction

The NASA Office of Equal Opportunity Programs (OEOP) in collaboration with Headquarters Program Offices, invites MI's to submit proposals to NASA Field Installations and the Jet Propulsion Laboratory (JPL) that will further the governing mandates while contributing to the Agency's mission and education outcomes. Proposals may be submitted in three categories: research, education, or training (see Appendix A for description of the categories).

We are particularly interested in proposals, which use the funding for projects that (1) strengthen the partnership with NASA Installations and minority institutions, (2) are innovative and unique, (3) fall outside of the usual NASA Minority University Research and Education Division's (MURED) competitive programs, and (4) have a high potential for long-term support from other sources.

The proposed project should be relevant to one of the four NASA Strategic Enterprises described in the NASA Strategic Plan and the NASA Installations and JPL Center of Excellence area of Responsibility, or the NASA Installations and JPL Programs and activities which can be found on each Center's homepage (see Appendix B). All proposals must be signed by the NASA Center Director and the Minority Institution President.

It is expected that selected proposals will result in the award of a grant, contract, or cooperative agreement to a minority institution. Awards involving collaborations with NASA Installations will be made as NASA grants or cooperative agreements; awards involving collaborations with the JPL will be made as subcontracts between JPL and the proposing institution. Special efforts should be made to include outreach to individuals with disabilities and public schools with a predominate enrollment of socially and economically disadvantaged students.

Proposals will be reviewed in accordance with the criteria outlined under Sections VI and VII. The number of awards will be determined by the review of the proposals, and the amount of funds available in the HBCU and OMU budgets.

## II. Goals and Objectives

The goal of this program is to strengthen the partnership between the NASA Installations and JPL and minority institutions.

Program objectives to accomplish this goal are as follows:

1. Foster a cooperative spirit between NASA employees and faculty and students at minority institutions.
2. Enhance collaborative research and educational efforts with NASA Field Installations, aerospace industry, public schools, and with other institutions of higher education.

3. Enhance the development of a competent, contemporary, and scientific and technical workforce of outstanding U.S citizens.

### III. Award Size and Duration

Partnership awards will be established under a grant, contract, or cooperative agreement with funding of no more than \$100,000 annually for two years. Continuation of funding for year two is predicated on documented progress reports, including the submission of an annual outcomes report, the timely and accurate submission of financial reports, and the availability of funds. **Failure to make adequate progress will result in termination of the award and continuation funding will not be provided.** Further, continuation funding may be reduced if cost reporting indicates a significant level of unexpended funding.

### IV. Eligibility

#### A. Institutions

All proposals must originate from four-year U. S. colleges or universities, except for Tribal colleges and universities. Proposing institutions must be designated by the Department of Education as a minority institution, and identify themselves as one of the following:

**Must be an accredited minority college or university with enrollment of a single underrepresented minority group or the combination of underrepresented minority groups that exceeds 50 percent of the total student enrollment as defined in the *Higher Education Act* as amended [see 20 USC 1135d-5 and 34 CFR 637.4(b)]; and/or**

**Must be a Hispanic-Serving Institution under Title III of the *Higher Education Act of 1965*, as amended [See 20 USC 1059 ©; Public Law 102-325, Section 316, July 22, 1992]; and/or**

**Must be a Historically Black College or University under Title III of the *Higher Education Act of 1965*, as amended (see 34 CFR 608.2); and/or**

**Tribal colleges and universities must be cited in Section 532 of the Equity in Educational Land-Grant Status October of 1994; Tribally Controlled Community College Assistance Act of 1978; or the Navajo Community College Assistance Act of 1978, Public Law 95-471.**

Only Institutions that meet the above criteria can be the recipient of a NASA PARTNERSHIP grant. **All FY 1997 Partnership Award recipients must respond to this solicitation for consideration of future MURED funding.** Any arrangements and/or agreements to have the administration of the award performed by a third party is between the awardee and the third party and does not require NASA's involvement. However, the award must continue to be made to the minority institution.

## **B. Principal Investigators and Other Personnel**

The principal investigator must be a US citizen and be an employee of the institution. Principal Investigators must devote at least 25 percent of their time to the project. Co-principal investigators are not permitted under this solicitation. NASA will not fund more than 25 percent of any personnel documented annual salary, excluding temporary salary from summer, and/or other forms of employment.

## **V. Notice of Intent**

In order to facilitate proposal processing and the selection of reviewers, prospective proposers are requested to submit an electronic Notice of Intent (NOI) to confirm their plans to send in a proposal. The on-line form for the NOI can be accessed at:

<http://educprod.alliedtech.com/muredhomepage/index.html>

This non-binding notice must be received by February 22, 1999.

## **VI. Proposal Requirements and Evaluation Criteria**

### **A. Proposal Length**

Proposal requirements must be strictly followed. Proposals are to be typed, double spaced, and must not exceed 30 pages total, including all required certifications, forms, and appendices. Do not attach appendices other than those required by this announcement; extraneous appendices will not be accepted. If the total pages exceed 30, only the first 30 pages will be evaluated.

### **B. Evaluation Criteria**

Proposals will be evaluated based on the following criteria: Relevance, Project Description, Management Approach, Personnel and Proposed Cost. The criteria are listed in descending order of importance. For example, Relevance is more important than Project Description. Creativity in the approach, and the forethought given to each aspect of the design and procedure will be carefully considered and will play a major role in the review process. A strong emphasis should be placed on innovative projects with cohesive, collaborative strategies with measurable outcomes. By design, aspects of some issues are touched upon in more than one category. Refer to items 8-12 on the proposal format, content, and page guideline tables, pages 10-11.

#### **1. Relevance to NASA**

The proposal must clearly describe how the project relates to each of the following:

(See Appendix B for web addresses):

- a) One or more of NASA's Strategic Enterprises and NASA Installation and JPL Center of Excellence Core areas of Responsibility.
- b) NASA's Minority University Research and Education Program goals.

## 2. Project Description

The proposal will be critically reviewed to assess the project design and content, strength of the partnership(s), and its likeliness to produce outcomes to advance NASA's mission and MUREP goals. A critical assessment will be made of the technical approach of the proposed research, education, or training project; structure and content of the overall project design, including the uniqueness of the project design and the logic underlying it; the thoroughness of the proposed approach; number and characteristics of faculty and students who will be affected by the proposed project; adequateness of the evaluation process (including outcome metrics) and dissemination plan; potential of the project to contribute to a better understanding of improvement of NASA's scientific and engineering research education base in minority institutions and enhance diversity in the Nations scientific and technical workforce; and likelihood that the project can garner additional funds both during and after OEOP funding. Include a list of major accomplishments planned by end of performance period.

## 3. Management Approach

The proposal will be critically assessed to determine the likeliness of achieving the stated objectives using the methodology selected. Therefore, the proposal should clearly and concisely describe the technical and management approach to be used in implementing the proposed project. Indicate any unique aspects of this project's approach, and describe how the project activities will be integrated into existing programs within your Installation or University. Specifically, the review will focus on:

- a) The soundness of the approach and methods the partners intend to employ to address the stated problem and accomplish the project's objectives;
- b) The scope of the project in relation to timeframe and resources;
- c) The outcomes of the project in relation to approach and timeframe;
- d) What specific audience(s) are targeted by the proposal (where appropriate);
- e) The methods for communicating, coordinating, and managing activities within the project;
- f) Notable collaborations with other institution(s) and organization(s) (where appropriate); and
- g) Significance/impact of the proposed project on NASA and the Minority Institution(s), including evaluation, dissemination and any disseminable products.



#### 4. Personnel

The proposal will be assessed to determine the strength of personnel to bring about the proposed results. As evidenced by the resources, capabilities, roles and level of involvement of each partner, clear evidence that the proposed partnership will result in the ability to collaborate successfully, delineate tasks judiciously, communicate effectively, and produce measurable results. Clearly identify the leadership qualities, experience, and capabilities of the proposed minority institution principal Investigator and proposed NASA Technical Monitor.

#### 5. Proposed Cost

The proposed cost must clearly and concisely describe the appropriateness of the budget, including reasonableness of proposed cost and cost elements, cost-sharing, and no more than 25 percent of the personnel cost attributable to NASA. Service provided by NASA Installations or JPL will be identified as NASA or JPL responsibilities in the award. Proposers should contact in advance the NASA Installation or JPL from which services will be requested in order to ascertain the availability and anticipated costs of such services. All costs incurred by NASA Installations and JPL for the use of facilities and contracted technical support will be funded from the total award. Therefore, to the extent that the performance of NASA or JPL responsibilities under the award entails the incurrence of such costs, the amount of funding made available to the recipient will be reduced accordingly. Cost incurred by NASA Installations for civil service salaries, travel, and in-house research will not affect the funding of the award. The cost must not exceed \$100,000 per year.

### **C. Review and Selection Process**

Proposal will be evaluated on the basis of a merit review by each NASA Installation and Jet Propulsion Laboratory. Reviews may include ad hoc mail reviews, panel reviews by recognized academic and scientific experts as appropriate. External reviewers will be broadly representative of the various types of eligible organizations.

### **D. Solicitation Availability**

A copy of the solicitation and the forms are available electronically via the Internet at the following address: <http://educprod.alliedtech.com/muredhomepage/index.html>

#### ***Schedule***

NASA Research Announcement Released	January 15, 1999
Notice of Intent Due	February 22, 1999
Proposals Due to appropriate NASA Installation or JPL	April 23, 1999
Selection Announcement	June 1999

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**Contact for Questions**

If you have any questions pertaining to this solicitation you may call the appropriate NASA center point of contact listed at the beginning of this announcement, under Inquiries, or you may visit our Frequently Asked Questions (FAQ) page located at: <http://educprod.alliedtech.com/muredhomepage/index.html> on the internet.

## **VII. Proposal Guidelines, Preparation Instructions, and Proposal Submission**

### **A. Amendatory Guidelines Applicable to NRA 99-OEOP-4**

General guidelines for proposal preparation are given in Appendix C, instruction for Responding to NASA Research Announcements. However, certain sections listed in Appendix C must be appropriately modified to meet the intent of the Partnership Awards program. For convenience, the following sections augment the descriptions in Appendix C.

### **B. Proposal Guidelines**

1. If substantial collaborations with other institutions are intended, the responsible individuals from those institutions must submit letters of endorsement that are included in the appendix. Each endorsement letter is limited to one page and should indicate agreement with the nature of the collaboration detailed in the proposal, which should be identified by title and date of submission.
2. All proposals must originate from a US Minority University or college that meets the designated criteria and must reflect the unique combination of the applicant's interests and capabilities. The proposal should clearly identify the relevance to NASA's mission and MUREP goals. Written eligibility certification must be submitted for both the university and the PI. (See Form D-2)
3. The appropriate NASA Installation or JPL must receive a total of four copies, numbered one through four, and two copies by NASA headquarters, by the deadline specified. A submitted proposal should be no more than 30 pages in length, using standard-sized paper (8.5x11), one-inch margins (top, bottom, left and right), and 12-point font. Certifications, appendices, forms, and figures, e.g., depicting research schedule, are desired but must fit within the 30-page limit. If a proposal is submitted printed double-sided, only 30 printed pages are acceptable. To facilitate the recycling of proposals after review, proposals should be submitted on plain, white paper only. The use of cardboard stock, plastic covers, colored paper, etc., is prohibited.

### **C. Budget Guidelines**

The "Proposed Costs" discussed in Section (8) of Appendix C is supplemented by the following information concerning proposal cost detail.

1. The proposal must contain sufficient cost detail and supporting information to facilitate a speedy evaluation and award. The proposed costing information should be sufficiently detailed to allow the

Government to identify cost elements for evaluation purposes. See form D-6. Generally, the Government will evaluate costs in terms of their reasonableness and acceptability. Each category should be explained. Offerors should exercise prudent judgment since the amount of detail necessary varies with the complexity of the proposal.

2. Direct labor costs should be separated by titles or disciplines such as Principal Investigator, clerical support, with percent of time. Please note it is OEOP policy to not fund more than twenty five percent of direct cost salaries. Estimates should include a basis of estimates such as, currently paid rates or outstanding offers to prospective employees. Indirect costs should be explained to the extent that allows the Government to understand the basis of the estimates.
3. With regard to other costs, each significant category should be detailed, explained, and substantiated. For example, proposed equipment purchases should specify the type of equipment, number of units, and unit cost. Requested travel allowances should include the number of trips, duration of each trip, per diem, rental car expenses, etc.
4. Indirect costs are included in the \$100,000.

#### **D. Proposal Format, Content, and Page Limitation**

The proposal should be submitted according to the order listed in the following table and should not exceed 30 pages including certifications, forms, endorsement letters and appendices. Each proposal should adhere to the table guidelines for the maximum number of pages for that section.

## PROPOSAL FORMAT, CONTENT, AND PAGE GUIDELINES TABLE

PROPOSAL CONTENT	Page Guideline	Form Number and References
<b>1. Proposal Cover Page:</b> The proposal cover sheet must be signed by an institutional official who is authorized to certify institutional support and sponsorship of the investigation and of the management of the proposal.	1	Form D-1 Appendix D
<b>2. Table of Contents</b>	1	
<b>3. Proposal Abstract:</b> Include an abstract (200-300 words) of the proposal research describing the objectives and method of approach.	1	Form D-8 Appendix D Appendix C (c)(3)
<b>4. Certification of Institution and Faculty Eligibility Form</b>	1	Form D-2 Appendix D
<b>5. Supplementary Information Report Form (optional)</b>	1	Form D-3 Appendix D
<b>6. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements Form.</b> (This form <u>does not have to be submitted</u> with the proposal. The authorizing institutional signature on the Proposal Cover Page certifies that the proposing institution has read and is in compliance with these certifications)		Form D-4 Appendix D
<b>7. Proposal Data</b>	1	Form D-5 Appendix D
<b>8. Relevance to NASA:</b> Include how the proposal relates to NASA interests.	2	Section VI.B.1

PROPOSAL CONTENT	Page Guideline	Form Number and References
<b>9. Project Description:</b> Narrative should include objectives that are specific, measurable, achievable, and realistic within a stated time period. Include a detailed plan describing involvement of socially and economically disadvantaged and disabled students who are US citizens. Detail how the expected student outcomes and progress will be determined and documented.	6	Appendix C Section (4) VI.B.2
<b>10. Management Approach</b>	2	Section VI.B.3 Appendix C (c) (5)
<b>11. Personnel:</b> Submit proposer's vitae, including academic record and listing of no more than five publications relevant to the proposed project.	2	Section VI.B.4 Appendix C (c) (6)
<b>12. Proposed Cost:</b> The budget section should include a budget breakdown for each year of the proposed work, as well as a budget summary for the entire period of the proposal. The total budget request and total yearly budget requests shall be entered on the Budget Request Form summary, as shown in Appendix D.  Summary budget by year for each of the 2 years. Student support should be categorized under the "Other" section (2.f) of the Budget Form.  Narrative  Include explanatory notes for each line item in the budget. Funding limitation of \$100,000 <u>includes</u> indirect costs.	4	Appendix D Form D-6 Section VI.B.5  Appendix C (c)(8)
<b>13. Proposal Equipment List</b>	1	Appendix D Form D-7
<b>14. Appendices:</b> <ul style="list-style-type: none"> <li>University Commitment Statement A description of the university's support and resource commitments.</li> <li>Single-Page Bibliography</li> <li>Endorsement letters (1 page limit each)</li> </ul>	1  1 5	

**Note:** Proposal must not exceed 30 pages, including certifications, forms, and appendices.

## E. Proposal Submission

To assist in expediting the evaluation, selection and award processes, prospective proposers are requested to submit electronically form D-1, D-5, and D-6 concurrently with the proposal no later than 4:30p.m. (local time), April 23, 1999. The on-line form can be accessed at <http://educprod.alliedtech.com/muredhomepage/index.html>. These forms will be available no later than 45 days before the proposal due date.

All proposals must be received at the appropriate NASA Installation or JPL **no later than 4:30 p.m. (local time), April 23, 1999** to be considered for FY 1999 awards. Proposals received after this date and time are ineligible for consideration. This supersedes Section (G) of the instructions for responding to NASA research announcements listed in Appendix B. The proposals may be delivered by regular mail, certified mail, or commercial delivery. Avoid using registered mail, as this may delay the log-in time of arrival. To ensure identification of proposals by the mailrooms for proposals sent through regular US mail, please mark your proposal in an appropriate place with the following identifier in large bold letters: PARTNERSHIP PROPOSAL - NRA 99-OEOP-4. Receipt acknowledgment of proposals will be e-mailed within 14 calendar days of the proposals due date. Number of copies to submit to both NASA Headquarters and the selected NASA Installation are listed below:

1. Headquarters

Two copies of the proposal must be sent to the following address:

Commercial delivery (e.g. Federal Express) or hand-carried to:

Ms. Bettie White

NRA 99-OEOP-4

NASA Headquarters

Attn: Receiving and Inspection (rear of building)

Code EU

300 E Street, SW

Washington, DC 20546-0001

Commercial delivery (e.g., Federal Express) or hand-carried to:

2. NASA Field Installations and JPL

An original and three copies of the proposal must be sent to the appropriate NASA Field Installation or JPL

that is responsible for the proposed topic area. The following is a list of mailing addresses for the NASA

Installations/JPL

Attn: Receiving and Inspection (rear of building)

Code EU

300 E Street, SW

Washington, DC 20546-0001

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## Proposal Mailing Address For NASA Installations and JPL

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**Ames Research Center**

Ms. Brenda Collins  
Ames Research Center  
NRA 99-OEOP-4  
Mail Stop 223-3  
Building N 223, Room 115  
Moffett Field, CA 94035-1000

**Johnson Space Center**

Ms. Lupita Armendariz  
Johnson Space Center  
NRA 99-OEOP-4, MS AJ  
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Houston, TX 77058-3696

**Goddard Space Flight Center**

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**Marshall Space Flight Center**

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**Dryden Flight Research Center**

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Edwards, CA 93523-00273

**Jet Propulsion Laboratory**

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**Kennedy Space Center**

Ms. Roslyn McKinney  
Kennedy Space Center  
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Mail Code AJ  
Kennedy Space Center, FL 32899

**Langley Research Center**

Dr. Samuel Massenberg  
Langley Research Center  
NRA 99-OEOP-4  
Mail Code 400  
Hampton, VA 23665

**Lewis Research Center**

Mr. Robert Lawrence  
Lewis Research Center  
NRA 99-OEOP-4  
Mail Stop MS 3-16  
21000 Brookpark Road  
Cleveland, OH 44135

**Stennis Space Center**

Dr. Armond Joyce  
Stennis Space Center  
NRA 99-OEOP-4  
Mail Code AA10  
Stennis Space Center, MS 39529-6000

## **VIII. Notification**

The NASA PARTNERSHIP program is highly competitive. By reading the entire solicitation document and then carefully following the instructions, you will avoid the problem of having your proposal disqualified for failure to meet basic requirements. NASA has no obligation to evaluate proposals that do not meet all stated requirements.

Proposals will go through a competitive review process. Selection announcements will be made in June 1999. Selection notification will be made in writing to the institution President. Others will be notified by e-mail. The selection official for this solicitation is the Associate Administrator for Equal Opportunity Programs.

## **IX. Schedule and Deadlines**

February 22, 1999	Notice of Intent Due
April 23, 1999	Proposals Due
June 1999	Selection Announcement



## X. APPENDICES

### APPENDIX A

### NOTICE OF INTENT

The following description is provided as supplementary information to assist proposers in identifying the category for their proposal. Proposals must be identified as one of the following categories:

Education: proposal should address one or more of the following areas:

- i. Capturing student interest and/or improving student performance in science, mathematics, technology, or related fields;
- ii. Supporting national educational reform movements;
- iii. Conducting pilot programs or research to increase participation and/or to enhance performance in science, mathematics, or technology education at all levels; and
- iv. Developing instructional materials (e.g., teacher guides, printed publications, computer software, and videotapes) or networked information services for education.

Research: proposal should identify methods to accomplish a NASA objective through stimulating or supporting the acquisition of knowledge or understanding of the subject or phenomena under study, or attempting to determine and exploit the potential of scientific discoveries or improvements in technology, materials, processes, methods, devices, or techniques and advance the state of the art.

Training: proposal should provide for scholarships, fellowships, or stipends to students, teachers, and/or faculty to enhance and strengthen their knowledge, skills, or abilities in science, mathematics, engineering, or technology in NASA related research.

### APPENDIX B

### WORLD WIDE WEB ADDRESSES

1. NASA Strategic Plan World Wide Web address: <http://www.hq.nasa.gov/office/nsp>
2. Minority University Research and Education Division World Wide Web address:  
<http://educprod.alliedtech.com/muredhomepage/index.html>

## 3. NASA Installations/JPL Center of Excellence and Mission Areas

Center	Designated Center of Excellence Area	Mission Area
Ames Research Center <a href="http://www.arc.nasa.gov/">http://www.arc.nasa.gov/</a>	Information Technology	Aviation Operations Systems and Astrobiology
Dryden Flight Research Center <a href="http://www.dfrc.nasa.gov">http://www.dfrc.nasa.gov</a>	Atmospheric Flight Operations	Flight Research
Goddard Space Flight Center <a href="http://www.gsfc.nasa.gov/">http://www.gsfc.nasa.gov/</a>	Scientific Research	Earth Science and Physics and Astronomy
Jet Propulsion Laboratory <a href="http://www.jpl.nasa.gov/">http://www.jpl.nasa.gov/</a>	Deep Space Systems	Planetary Science and Exploration
Johnson Space Center <a href="http://www.jsc.nasa.gov/">http://www.jsc.nasa.gov/</a>	Human Operations in Space	Human Exploration and Astro Materials
Kennedy Space Center <a href="http://www.ksc.nasa.gov/">http://www.ksc.nasa.gov/</a>	Launch and Payload Processing Systems	Space Launch
Langley Research Center <a href="http://www.larc.nasa.gov/">http://www.larc.nasa.gov/</a>	Structure and Materials	Airframe Systems and Atmospheric Science
Lewis Research Center <a href="http://www.lerc.nasa.gov/">http://www.lerc.nasa.gov/</a>	Turbomachinery	Aeropulsion
Marshall Space Flight Center <a href="http://www.msfc.nasa.gov/">http://www.msfc.nasa.gov/</a>	Space Propulsion	Transportation Systems Development and Microgravity
Stennis Space Center <a href="http://www.ssc.nasa.gov/">http://www.ssc.nasa.gov/</a>	Rocket Propulsion Test	Propulsion Test

## APPENDIX C INSTRUCTIONS FOR RESPONDING TO NASA RESEARCH ANNOUNCEMENTS NASA SUPPLEMENTARY REGULATIONS

(JANUARY 1997)

**(a) General.**

- (1) Proposals received in response to a NASA Research Announcement (NRA) will be used only for evaluation purposes. NASA does not allow a proposal, the contents of which are not available without restriction from another source, or any unique ideas submitted in response to an NRA to be used as the basis of a solicitation or in negotiation with other organizations, nor is a pre-award synopsis published for individual proposals.
  - (2) A solicited proposal that results in a NASA award becomes part of the record of that transaction and may be available to the public on specific request; however, information or material that NASA and the awardee mutually agree to be of a privileged nature will be held in confidence to the extent permitted by law, including the Freedom of Information Act.
  - (3) NRA's contain programmatic information and certain requirements, which apply only to proposals prepared in response to that particular announcement. These instructions contain the general proposal preparation information, which applies to responses to all NRA's.
  - (4) A contract, grant, cooperative agreement, or other agreement may be used to accomplish an effort funded in response to an NRA. NASA will determine the appropriate instrument. Contracts resulting from NRA's are subject to the Federal Acquisition Regulation and the NASA FAR Supplement. Supplement. Any resultant grants or cooperative agreements will be awarded and administered in accordance with the NASA Grant and Cooperative Agreement Handbook (NPG 5800.1).
  - (5) NASA does not have mandatory forms or formats for responses to NRA's; however, it is requested that proposals conform to the guidelines in these instructions. NASA may accept proposals without discussion; hence, proposals should initially be as complete as possible and be submitted on the proposers most favorable terms.
  - (6) To be considered for award, a submission must, at a minimum, present a specific project within the areas delineated by the NRA; contain sufficient technical and cost information to permit a meaningful evaluation; be signed by an official authorized to legally bind the submitting organization; not merely offer to perform standard services or to just provide computer facilities or services; and not significantly duplicate a more specific current or pending NASA solicitation.
- (b) NRA-Specific Items.** Several proposal submission items appear in the NRA itself: the unique NRA identifier; when to submit proposals; where to send proposals; number of copies required; and sources for more information. Items included in these instructions may be supplemented by the NRA.
- (c)** The following information is needed to permit consideration in an objective manner. NRA's will generally specify topics for which additional information or greater detail is desirable. Each proposal copy shall contain all submitted material, including a copy of the transmittal letter if it contains substantive information.

**(1) Transmittal Letter or Prefatory Material.**

- (i) The legal name and address of the organization and specific division or campus identification if part of a larger organization;
- (ii) A brief, scientifically valid project title intelligible to a scientifically literate reader and suitable for use in the public press;
- (iii) Type of organization: e.g., profit, nonprofit, educational, small business, minority, women-owned, etc.;

- (iv) Name and telephone number of the principal investigator and business personnel who may be contacted during evaluation or negotiation;
  - (v) Identification of other organizations that are currently evaluating a proposal for the same efforts;
  - (vi) Identification of the NRA, by number and title, to which the proposal is responding;
  - (vii) Dollar amount requested, desired starting date, and duration of project;
  - (viii) Date of submission; and
  - (ix) Signature of a responsible official or authorized representative of the organization, or any other person authorized to legally bind the organization (unless the signature appears on the proposal itself).
- (2) **Restriction on Use and Disclosure of Proposal Information.** Information contained in proposals is used for evaluation purposes only. Offerors or quoters should, in order to maximize protection of trade secrets or other information that is confidential or privileged, place the following notice on the title page of the proposal and specify the information subject to the notice by inserting an appropriate identification in the notice. In any event, information contained in proposals will be protected to the extent permitted by law, but NASA assumes no liability for use and disclosure of information not made subject to the notice.

### Notice

#### Restriction on Use and Disclosure of Proposal Information

The information (data) contained in this proposal constitutes a trade secret and/or information that is commercial or financial and confidential or privileged. It is furnished to the Government in confidence with the understanding that it will not, without permission of the offeror, be used or disclosed other than for evaluation purposes; provided, however, that in the event a contract (or other agreement) is awarded on the basis of this proposal the Government shall have the right to use and disclose this information (data) to the extent provided in the contract (or other agreement). This restriction does not limit the Government's right to use or disclose this information (data) if obtained from another source without restriction.

- (3) **Abstract.** Include a concise (200-300 word if not otherwise specified in the NRA) abstract describing the objective and the method of approach.
- (4) **Project Description.**
  - (i) The main body of the proposal shall be a detailed statement of the work to be undertaken and should include objectives and expected significance; relation to the present state of knowledge; and relation to previous work done on the project and to related work in progress elsewhere. The statement should outline the plan of work, including the broad design of experiments to be undertaken and a description of experimental methods and procedures. The project description should address the evaluation factors in these instructions and any specific factors in the NRA. Any substantial collaboration with individuals not referred to in the budget or use of consultants should be described. Subcontracting significant portions of a research project is discouraged.
  - (ii) When it is expected that the effort will require more than one year, the proposal should cover the complete project to the extent that it can be reasonably anticipated. Principal emphasis should be on the first year of work, and the description should distinguish clearly between the first year's work and work planned for subsequent years.
- (5) **Management Approach.** For large or complex efforts involving interactions among numerous individuals or other organizations, plans for distribution of responsibilities and arrangements for ensuring a coordinated effort should be described.
- (6) **Personnel.** The principal investigator is responsible for supervision of the work and participates in the conduct of the research regardless of whether or not compensated under the award. A short biographical sketch of the principal investigator, a list of principal publications and any exceptional qualifications should be included. Omit social security number and other personal items, which do not merit consideration in evaluation of the proposal. Give similar biographical information on other senior professional personnel who will be directly associated with the project. Give the names and titles of any other scientists and technical personnel associated substantially with the project in an advisory capacity. Universities should list the

approximate number of students or other assistants, together with information as to their level of academic attainment. Any special industry-university cooperative arrangements should be described.

**(7) Facilities and Equipment.**

- (i) Describe available facilities and major items of equipment especially adapted or suited to the proposed project, and any additional major equipment that will be required. Identify any Government-owned facilities, industrial plant equipment, or special tooling that are proposed for use. Include evidence of its availability and the cognizant Government points of contact.
- (ii) Before requesting a major item of capital equipment, the proposer should determine if sharing or loan of equipment already within the organization is a feasible alternative. Where such arrangements cannot be made, the proposal should so state. The need for items that typically can be used for research and non-research purposes should be explained.

**(8) Proposed Costs.**

- (i) Proposals should contain cost and technical parts in one volume: do not use separate "confidential" salary pages. As applicable, include separate cost estimates for salaries and wages; fringe benefits; equipment; expendable materials and supplies; services; domestic and foreign travel; ADP expenses; publication or page charges; consultants; subcontracts; other miscellaneous identifiable direct costs; and indirect costs. List salaries and wages in appropriate organizational categories (e.g., principal investigator, other scientific and engineering professionals, graduate students, research assistants, and technicians and other non-professional personnel). Estimate all staffing data in terms of staff-months or fractions of full-time.
  - (ii) Explanatory notes should accompany the cost proposal to provide identification and estimated cost of major capital equipment items to be acquired, such as, purpose and estimated number and lengths of trips planned; basis for indirect cost computation (including date of most recent negotiation and cognizant agency); and clarification of other items in the cost proposal that are not self-evident. List estimated expenses as yearly requirements by major work phases.
  - (iii) Allowable costs are governed by NASA FAR Supplement Part 31 and the NASA FAR Supplement Part 1831 (and OMB Circulars A-21 for educational institutions and A-122 for nonprofit organizations).
- (9) Security.** Proposals should not contain security-classified material. If the research requires access to or may generate security-classified information, the submitter will be required to comply with Government security regulations.
- (10) Current Support.** For other current projects being conducted by the principal investigator, provide title of project, sponsoring agency, and ending date.

**(11) Special Matters.**

- (i) Include any required statements of environmental impact of the research, human subject or animal care provisions, conflict of interest, or on such other topics as may be required by the nature of the effort and current statutes, executive orders, or other current Government-wide guidelines.
- (ii) Proposers should include a brief description of the organization, its facilities, and previous work experience in the field of the proposal. Identify the cognizant Government audit agency, inspection agency, and administrative contracting officer, when applicable.

**(d) Renewal Proposals.**

- (1) Renewal proposals for existing awards will be considered in the same manner as proposals for new endeavors. A renewal proposal should not repeat all of the information that was in the original proposal. The renewal proposal should refer to its predecessor, update the parts that are no longer current, and indicate what elements of the research are expected to be covered during the period for which support is desired. A description of any significant findings since the most recent progress report should be included. The renewal proposal should treat, in reasonable detail, the plans for the next period, contain a cost estimate, and otherwise adhere to these instructions.
- (2) NASA may renew an effort either through amendment of an existing contract or by a new award.

- (e) **Length.** Unless otherwise specified in the NRA, effort should be made to keep proposals as brief as possible, concentrating on substantive material. Few proposals need exceed 15-20 pages. Necessary detailed information, such as reprints, should be included as attachments. A complete set of attachments is necessary for each copy of the proposal. As proposals are not returned, avoid use of "one-of-a-kind" attachments.
- (f) **Joint Proposals.**
  - (1) Where multiple organizations are involved, the proposal may be submitted by only one of them. It should clearly describe the role to be played by the other organizations and indicate the legal and managerial arrangements contemplated. In other instances, simultaneous submission of related proposals from each organization might be appropriate, in which case parallel awards would be made.
  - (2) Where a project of a cooperative nature with NASA is contemplated, describe the contributions expected from any participating NASA investigator and agency facilities or equipment, which may be required. The proposal must be confined only to that which the proposing organization can commit itself. "Joint" proposals that specify the internal arrangements NASA will actually make are not acceptable as a means of establishing an agency commitment.
- (g) **Late Proposals.** A proposal or modification received after the date or dates specified in an NRA may be considered if doing so is in the best interests of the Government.
- (h) **Withdrawal.** Proposals may be withdrawn by the proposer at any time before award. Offerors are requested to notify NASA if the proposal is funded by another organization or of other changed circumstances, which dictate termination of evaluation.
- (i) **Evaluation Factors.**
  - (1) Unless otherwise specified in the NRA, the principal elements (of approximately equal weight) considered in evaluating proposals are its relevance to NASA's objectives, intrinsic merit, and cost.
  - (2) Evaluation of a proposal's relevance to NASA's objectives includes the consideration of the potential contribution of the effort to NASA's mission.
  - (3) Evaluation of its intrinsic merit includes the consideration of the following factors of equal importance:
    - (ii) Overall scientific or technical merit of the proposal or unique and innovative methods, approaches, or concepts demonstrated by the proposal.
    - (iii) Offeror's capabilities, related experience, facilities, techniques, or unique combinations of these which are integral factors for achieving the proposal objectives.
    - (iv) The qualifications, capabilities, and experience of the proposed principal investigator, team leader, or key personnel critical in achieving the proposal objectives.
    - (v) Overall standing among similar proposals and/or evaluation against the state-of-the-art.
  - (4) Evaluation of the cost of a proposed effort may include the realism and reasonableness of the proposed cost and available funds.
- (j) **Evaluation Techniques.** Selection decisions will be made following peer and/or scientific review of the proposals. Several evaluation techniques are regularly used within NASA. In all cases proposals are subject to scientific review by discipline specialists in the area of the proposal. Some proposals are reviewed entirely in-house, others are evaluated by a combination of in-house and selected external reviewers, while yet others are subject to the full external peer review technique (with due regard for conflict-of-interest and protection of proposal information), such as by mail or through assembled panels. The final decisions are made by a NASA selecting official. A proposal, which is scientifically and programmatically meritorious, but not selected for award during its initial review, may be included in subsequent reviews unless the proposer requests otherwise.
- (k) **Selection for Award.**

- (1) When a proposal is not selected for award, the proposer will be notified. NASA will explain generally why the proposal was not selected. Proposers desiring additional information may contact the selecting official who will arrange a debriefing.
- (2) When a proposal is selected for award, negotiation and award will be handled by the procurement office in the funding installation. The proposal is used as the basis for negotiation. The contracting officer may request certain business data and may forward a model award instrument and other information pertinent to negotiation.
- (l) **Cancellation of NRA.** NASA reserves the right to make no awards under this NRA and to cancel this NRA. NASA assumes no liability for canceling the NRA or for anyone's failure to receive actual notice of cancellation.

## APPENDIX D

## REQUIRED FORMS

- D-1      Proposal Cover Page
- D-2      Certification of Institution and Principal Investigator Eligibility
- D-3      Principal Investigator Supplementary Information
- D-5      Proposal Data
- D-6      Budget Request Summary
- D-7      Proposal Equipment List
- D-8      Proposal Abstract



FORM D-1

## FY99 PARTNERSHIP AWARDS FOR INNOVATIVE AND UNIQUE EDUCATION AND RESEARCH PROJECTS

### PROPOSAL COVER PAGE

This Box for NASA Use Only			
_____ Proposal Number	_____ Date Received		
<b>Name of Submitting Institution :</b>		<b>Congressional District:</b>	
<b>Proposal Title:</b> <u>Certification of Compliance with Applicable Executive Orders and U.S. Code</u> By submitting the proposal identified in this <i>Proposal Cover Page</i> in response to the NRA, the Authorizing Official of the proposing institution or the individual proposer hereby: <ul style="list-style-type: none"> <li>• certifies that the statements made in this proposal are true and complete to the best of his/her knowledge;</li> <li>• agrees to accept the obligations to comply with NASA award terms and conditions if an award is made as a result of this proposal; and</li> <li>• confirms compliance with all provisions, rules, and stipulations set forth in the three Certifications contained in this NRA [namely, (I) <i>Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Cover Transactions</i>, (ii) <i>Certification Regarding Lobbying</i>, and (iii) <i>Certification of Compliance with the NASA Regulations Pursuant to Nondiscrimination in Federally Assisted Programs</i>].</li> </ul> Willful provision of false information in this proposal and/or its supporting documents, or in reports required under an ensuing award, is a criminal offense (U.S. Code, Title 18, Section 1001).			
Principal Investigator - Name		Authorized Institutional Official - Name	
Title		Title	
Department		Department	
Mailing Address		Mailing Address	
City	State	City	State
Zip		Zip	
Telephone Number		Telephone Number	
Fax Number		Fax Number	
E-mail Address		E-mail Address	
Principal Investigator - Signature		Authorized Institutional Official - Signature	
Date		Date	

### Signatures of Proposal Partners

 \_\_\_\_\_  
 NASA Center Director

 \_\_\_\_\_  
 Minority Institution President

## FORM D-2

**FY99 PARTNERSHIP AWARDS FOR INNOVATIVE AND UNIQUE EDUCATION  
AND RESEARCH PROJECTS  
CERTIFICATION OF INSTITUTION AND PRINCIPAL INVESTIGATOR ELIGIBILITY**

Submit one copy of this form with the original proposal.

Do not include this form with any of the other copies, as this may compromise the confidentiality of the information.

Completion of this form is required.

**I. Institutional Eligibility Certification**

1. Institution Name \_\_\_\_\_
2. Proposal Title \_\_\_\_\_
3. Check each of the Department of Education Minority Institution Designation.
  - \_\_\_\_ Minority Institution (underrepresented minority group(s) exceed 50% of the total student enrollment)
  - \_\_\_\_ Designated Hispanic-Serving Institution
  - \_\_\_\_ Designated Historically Black College or University
  - \_\_\_\_ Designated Tribal College or University

**II. Principal Investigator Eligibility Certification**

1. Last Name _____	First Name _____	MI _____
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2. Verification of Employment:

Employed by (institution): \_\_\_\_\_

School/Department (specify): \_\_\_\_\_

Check type of position

\_\_\_\_ Tenured      \_\_\_\_ Tenured-track      \_\_\_\_ Contractual

3. US Citizen      ☐ Yes      ☐ No (citizenship will be verified at award time)

**Certification Authority**

The person authorized to sign below certifies that the information provided is accurate.

Authorized Institutional Official (typed) \_\_\_\_\_

Title \_\_\_\_\_

Authorized Institutional Official Signature \_\_\_\_\_

## FORM D-3

**FY99 PARTNERSHIP AWARDS FOR INNOVATIVE AND UNIQUE EDUCATION  
AND RESEARCH PROJECTS  
PRINCIPAL INVESTIGATOR SUPPLEMENTARY INFORMATION REPORT**

Submit one copy of this form with the original proposal. Do not include this form with any of the other copies, as this may compromise the confidentiality of the information. Completion of this form is voluntary. Please check the appropriate answers to each question for the principal investigator. Any individual not wishing to provide the information should check the space provided.

☐ No, I prefer not to provide this information

1. Gender ☐ Female ☐ Male
2. Which ONE of these categories best describes this person's ethnic/racial status? (If more than one applies, use the category that most closely reflects the person's recognition in the community.)
 

<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Black, not of Hispanic Origin
<input type="checkbox"/> Asian	<input type="checkbox"/> Pacific Islander
<input type="checkbox"/> Hispanic	<input type="checkbox"/> White, not of Hispanic Origin
3. Does this person have a disability\* which limits a major life activity?  
☐ Yes ☐ No

**Definitions**

American Indian or Alaskan Native: A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian: A person having origins in any of the original peoples of East Asia, Southeast Asia and the Indian subcontinent. This area includes for example, China, India, Indonesia, Japan, Korea and Vietnam.

Black, not of Hispanic origin: A person having origins in any of the black racial groups of Africa.

Pacific Islander: A person having origins in any of the original peoples of Hawaii; the US Pacific Territories of Guam, American Samoa, and the North American Marianas; the U.W. Trust Territory of Palau; the islands of Micronesia and Melanesia; and the Philippines.

White, not of Hispanic origin: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

\*Disabled: A person having a physical or mental impairment that substantially limits one or more major life activities; who has a record of such impairment or who is regarded as having such impairment.

**Why this information is being requested:**

The Federal Government has a continuing commitment to monitor the operation of its review and award processes to identify and address any inequities based on gender, race, ethnicity or disability of the nominee. To gather the information needed for this important task, you should submit a single copy of this form. However, submission of the requested information is not mandatory and is not a precondition of award.

Information from this form will be retained by Federal agencies as an integral part of their Privacy Act Systems of Records in accordance with the Privacy Act of 1974. These are confidential files accessible only to appropriate Federal agency personnel and will be treated as confidential to the extent permitted by law. Data submitted will be used in accordance with criteria established by the respective Federal agency for awarding grants for research and education, and in response to Public Law 99-383 and 42 USC 1885c.

## FORM D-4

**FY99 PARTNERSHIP AWARDS FOR INNOVATIVE AND UNIQUE  
EDUCATION AND RESEARCH PROJECTS  
CERTIFICATIONS, DISCLOSURES, AND ASSURANCES PURSUANT TO  
LOBBYING, DEBARMENT & SUSPENSION, NONDISCRIMINATION AND  
DRUG-FREE WORKPLACE**

**A. LOBBYING**

As required by Section 1352, Title 31 of the US Code, and implemented at 14 CFR Part 1271, as defined at 14 CFR Subparts 1271.110 and 1260.117, with each submission that initiates Agency consideration of such applicant for award of a Federal contract, grant, or cooperative agreement exceeding \$100,000, the applicant must certify that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit a Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**B. GOVERNMENTWIDE DEBARMENT AND SUSPENSION**

As required by Executive Order 12549, and implemented at 14 CFR 1260.510, for prospective participants in primary covered transactions, as defined at 14 CFR Subparts 1265.510 and 1260.117

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
  - (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**B. NONDISCRIMINATION IN FEDERALLY ASSISTED PROGRAMS**

The institution, corporation, firm, or other organization on whose behalf this assurance is signed, hereinafter called Applicant, HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972 (20 U.S.C. 1680 et seq.), Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), and the Age Discrimination Act of 1975 (42 U.S.C. 16101 et seq.), and all requirements imposed by or pursuant to the Regulation of the National Aeronautics and Space Administration (14 CFR Part 1250)(hereinafter called NASA) issued pursuant to these laws, to the end that in accordance with these laws and regulations, no person in the United States shall, on the basis of race, color, national origin, sex, handicapped condition, or age be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Applicant receives Federal financial assistance from NASA; and HEREBY GIVES ASSURANCE THAT it will immediately take any measure necessary to effectuate this agreement. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the Applicant by NASA, this assurance shall obligate the Applicant, or in the case of any transfer of such property, and transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits. If any personal property is so provided, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of the property. In all other cases, this assurance shall obligate the Applicant for the period during which the Federal financial assistance is extended to it by NASA. THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Applicant by NASA, including installment payments after such date on account of applications for Federal financial assistance which were approved before such date. The applicant recognizes and agrees that such Federal financial assistance will be extended in reliance on the representations and agreements made in this assurance, and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear below are authorized to sign on behalf of the Applicant.

## FORM D-5

# **FY 1999 PARTNERSHIP AWARDS FOR INNOVATIVE AND UNIQUE EDUCATION AND RESEARCH PROJECTS PROPOSAL DATA**

1. NASA Installation individual who has expressed specific interest in this proposal (optional)

(a) Name \_\_\_\_\_

(b) Telephone \_\_\_\_\_

2. Budget Summary by Federal Government Fiscal Year

	YEAR 1	YEAR 2
Requested NASA Funding		
Cost-Sharing (if applicable)		
Total Project Resources		

3. Indicate (a) Partnering Installation/JPL, (b) Strategic Enterprise, (c) NASA Installation /JPL Center of Excellence Area of Responsibility or research program or other activities, and (d) Proposal Category (**select only one from each of the categories**)

(a) Partnering Installation/JPL

<input type="checkbox"/>	Ames Research Center	<input type="checkbox"/>	Johnson Space Center	<input type="checkbox"/>	Marshall Space Flight Center
<input type="checkbox"/>	Dryden Flight Research Center	<input type="checkbox"/>	Kennedy Space Center	<input type="checkbox"/>	Stennis Space Center
<input type="checkbox"/>	Goddard Space Flight Center	<input type="checkbox"/>	Langley Research Center	<input type="checkbox"/>	
<input type="checkbox"/>	Jet Propulsion Laboratory	<input type="checkbox"/>	Lewis Research Center	<input type="checkbox"/>	

(b) Strategic Enterprise

<input type="checkbox"/>	Aeronautics and Space Transportation Technology
<input type="checkbox"/>	Earth Science
<input type="checkbox"/>	Human Exploration and Development of Space
<input type="checkbox"/>	Space Science

NASA Installation/JPL Center of Excellence Area of Responsibility from Appendix B.

\_\_\_\_\_  
Proposal Category

\_\_\_\_ Education

\_\_\_\_ Research

\_\_\_\_ Training

4. List the names of all partnering institutions and organizations


## FORM D-6

**FY99 PARTNERSHIP AWARDS FOR INNOVATIVE AND UNIQUE  
EDUCATION AND RESEARCH PROJECTS  
BUDGET REQUEST SUMMARY**

Institution Name \_\_\_\_\_  
Proposal Title \_\_\_\_\_

From \_\_\_\_\_ to \_\_\_\_\_

	<b>RECIPIENT'S COST A</b>	<b>NASA USE ONLY B</b>	<b>C</b>
1. Direct Labor (salaries, wages, and fringe benefits)	_____	_____	_____
2. Other Direct Costs	_____	_____	_____
a. Subcontracts	_____	_____	_____
b. Consultants	_____	_____	_____
c. Equipment	_____	_____	_____
d. Supplies	_____	_____	_____
e. Travel	_____	_____	_____
f. Other	_____	_____	_____
3. Indirect Costs	_____	_____	_____
4. Other Applicable Costs	_____	_____	_____
5. SUBTOTAL - Estimated Costs	_____	_____	_____
6. Less Proposed Cost Sharing (if any)	_____	_____	_____
6. Carryover Funds (if any)			
a. Anticipated Amount	_____	_____	_____
b. Amount used to reduce budget	_____	_____	_____
8. TOTAL ESTIMATED COST	_____	_____	XXXXXXXXXXXXXX

**APPROVED BUDGET**

XXXXXXXXXXXXXX

XXXXXXXXXXXXXX

Instructions

- (1) Provide a complete budget summary sheet for year one and separate estimates for each subsequent year.
- (2) Recipient's estimated costs should be entered in Column A. Columns B and, C are for NASA use only. Column C represents the approved grant budget.
- (3) Provide as attachments detailed computations of estimates in each cost category with narratives required to fully explain proposed costs.



FORM D-6(PAGE 2)

**FY99 PARTNERSHIP AWARDS FOR INNOVATIVE AND UNIQUE EDUCATION  
AND RESEARCH PROJECTS  
GENERAL BUDGET INSTRUCTIONS**

1. Direct Labor (salaries, wages, and fringe benefits): Attachments should list number and titles of personnel, amount of time to be devoted to the grant, and rates of pay.
2. Other Direct Costs:
  - (i) Subcontracts: Attachments should describe the work to be subcontracted, estimated amount, recipient (if known), and the reason for subcontracting.
  - (ii) Consultants: Identify consultants to be used, why they are necessary, the time they will spend on the project, and rates of pay (not to exceed the equivalent of the daily rate for Level IV of the Executive Schedule, exclusive of expense and indirect costs).
  - (iii) Equipment: List separately. Explain the need for items costing more than \$5,000. Describe basis for estimated cost. General-purpose equipment is not allowable as a direct cost unless specifically approved by the grant officer. Any equipment purchase requested to be made as a direct charge under this grant must include the equipment description, how it will be used in the conduct of the basic research proposed and why it cannot be purchased with indirect funds.
  - (iv) Supplies: Provide general categories of needed supplies, the method of acquisition, estimated cost.
  - (v) Travel: Describe the purpose of the proposed travel in relation to the grant and provide the basis of estimate, including information on destination and number of travelers where known.
  - (vi) Other: Enter the total of direct costs not covered by 2a through 2e. Attach an itemized list explaining the need for each item and the basis for the estimate. Enter the student stipends (number of students x amount of stipend for each).
3. Indirect Costs: Identify indirect cost rate(s) and base(s) as approved by the cognizant Federal agency, including the effective period of the rate. Provide the name, address, and telephone number of the Federal agency and official having cognizance. If unapproved rates are used, explain why, and include the computational basis for the indirect expense pool and corresponding allocation base for each rate.
4. Other Applicable Costs: Enter total of other applicable costs with an itemized list explaining the need for each item and basis for the estimate.
5. Subtotal-Estimated Costs: Enter the sum of items 1 through 4.
6. Less Proposed Cost Sharing (if any): Enter any amount proposed. If cost sharing is based on specific cost items, identify each item and amount in an attachment.
7. Carryover Funds (if any): Enter the dollar amount of any funds that are expected to be available for carryover from the prior budget period. Identify how the funds will be used if they are not used to reduce the budget. NASA officials will decide whether to use all or part of the anticipated carryover to reduce the budget.
8. Total Estimated Costs: Enter the total after subtracting items 6 and 7b from item 5.

FORM D-7

**FY99 PARTNERSHIP AWARDS FOR INNOVATIVE AND UNIQUE EDUCATION AND RESEARCH PROJECTS  
EQUIPMENT LIST**

<b>Item</b> (Descriptive name, probable brand, and model)	<b>Quantity</b>	<b>Unit Price</b>	<b>Basis</b>	<b>Total Cost (Discounted)</b>	<b>Justification</b>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Equipment \_\_\_\_\_  
 Non-NASA Contribution: \_\_\_\_\_  
 Cost to NASA \_\_\_\_\_

**FORM D-8**

**FY 1999 PARTNERSHIP AWARDS FOR INNOVATIVE AND UNIQUE EDUCATION  
AND RESEARCH PROJECTS  
PROPOSAL ABSTRACT**

1. Proposal Title \_\_\_\_\_
2. Principal Investigator Name \_\_\_\_\_
3. Institution \_\_\_\_\_
4. Abstract of Proposed Research (200-300 words)

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

